

## NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

*National Headquarters*  
1727 KING STREET, SUITE 400  
ALEXANDRIA, VA 22314-2753  
(703) 836-9660

November 19, 2020

### **Board Memo 082-2020: Notice of Mailing Standards Specialist Job Analysis**

USPS Headquarters issued a notice today that they plan to conduct a job analysis of the following Mailing Standard Specialist jobs pursuant to the MOU *Re: Clerk Craft Jobs* in order to address concerns raised by the APWU. The following positions will be analyzed

Mailing Requirements Clerk (P7-06) (Occupation Code: 2345-0030)  
Mailing Requirements Clerk (P7-07) (Occupation Code: 2345-32XX)  
Mailing Standards Specialist (EAS-16) (Occupation Code: 2345-0022)

Note that this survey is voluntary and will remain strictly confidential.

Please share the attached with your membership. It will also be posted on our website at <https://naps.org/Bulletin-Board-Archive>.

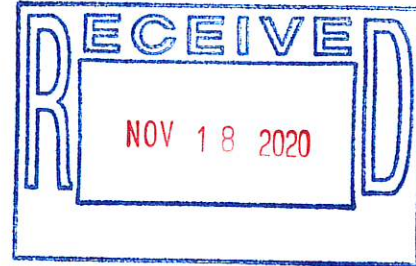
Thank you and be safe

NAPS Headquarters



November 17, 2020

Mr. Brian J. Wagner  
President  
National Association of Postal  
Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753



Dear Mr. Wagner:

As a matter of information, the Postal Service will conduct a job analysis study of the following positions:

<u>Position Title</u>	<u>Level</u>	<u>Occupation Code</u>
Mailing Requirements Clerk	P7-06	2345-0030
Mailing Requirements Clerk	P7-07	2345-32XX
Mailing Standards Specialist	EAS-16	2345-0022

The purpose of this study is to address concerns raised by the American Postal Workers Union pursuant to the Memorandum of Understanding (MOU) *Re: Clerk Craft Jobs* to determine whether any duties and responsibilities performed by the Mailing Standards Specialist are bargaining unit work.

The study will be conducted independently by Headquarters and may include job observations, focus groups, surveys and interviews of incumbents and their supervisors.

A copy of the referenced MOU and the position description for the Mailing Standards Specialist are enclosed for your review.

The study is anticipated to begin the week of November 23. Participation in the job analysis study is voluntary. Please contact me if you have any questions concerning this matter.

Sincerely,

Bruce A. Nicholson  
Manager  
Labor Relations Policy Administration

Enclosures

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**MAILING STANDARDS SPECIALIST (EAS-16)**  
**OCCUPATION CODE: 2345-0022**

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**FUNCTIONAL PURPOSE:**

Oversees programs related to mailing standards and associated procedures in support of business mail acceptance, providing technical assistance to customers and postal employees within a designated area.

**OPERATIONAL REQUIREMENTS:**

This position is for use at district offices with a high volume of business mail acceptance and mailing standards activity within the office and at post offices in contiguous areas.

**DUTIES AND RESPONSIBILITIES:**

1. Oversees and participates in the mailing standards and revenue protection activities for post offices within a designated area.
2. Provides technical guidance on mailing standards, and acceptance and processing of applications.
3. Assists in providing training on mail classification, revenue protection, mail preparation, fees, and related mailing standards programs to ensure adherence to postal procedures and policies; participates in employee revenue protection awareness programs to communicate postage payment and mail preparation standards.
4. Reviews and makes recommendations on customer appeals received from post offices within a designated area related to business mail entry and mailing standards.
5. Processes, reviews, and makes recommendations on customer applications for mailing standards programs, including mailing systems and original entry periodicals authorizations.
6. Oversees postage payment reviews of periodical publications authorized within designated area.
7. Consolidates and submits reports for post offices within designated area to the appropriate Rates and Classification Service Center as requested.
8. Responds to customer inquiries regarding postal rates and fees.
9. Provides technical support to sales; participates in postal customer council meetings, workshops, and public meetings.
10. Has frequent contact with representatives of business mailers regarding mailing standards and mailing systems; provides technical assistance to large volume plant load customers and plant verified drop shipment customers concerning mailing procedures, systems, and requirements.
11. Exercises a normal regard for the safety of self and others, with particular emphasis on employee compliance with established safety policies and procedures.

**SUPERVISION:**

Manager, Business Mail Entry

**SELECTION METHOD:**

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

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**Doc Date: 01/18/2020**

**Occ Code: 2345-0022**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
AMERICAN POSTAL WORKERS UNION, AFL-CIO  
Re: Clerk Craft Jobs**

3) Audit of EAS Jobs

The Employer shall return duties and responsibilities from Executive and Administrative Schedule (EAS) positions within mail processing and customer service to the APWU bargaining unit based upon an audit conducted by the Employer in accordance with the principles of the National Labor Relations Act (NRLA) and Lockheed Martin 331 NLRB 1407 (2000); provided, however, that if particular duties and responsibilities may have evolved from either an APWU craft position or an EAS position, the Employer will apply a presumption that the duties will be returned to the APWU craft.

The Employer will develop career position descriptions, or assign work to current positions, based on the bargaining unit duties derived from the audit of these positions.

At the request of the Union, the Employer shall engage in the above audit process with respect to any EAS position which the Union believes contain bargaining unit work.

The parties shall meet within 30 days of the execution of this Agreement to review the audits and career position descriptions.

In addition, the parties agree to jointly request that the Court of Appeals for the D.C. Circuit to remand the appeal in Docket #10-5249 (D.C. Circuit) to the district court and to file a joint motion to vacate the judgment and dismiss the action as moot by reason of settlement. At the completion of the process described above, the Union will withdraw any and all pending grievances associated with the duties and responsibilities of the positions addressed in this Section.